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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030043-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 3 March 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Work in kitchen and dinning areas complete and ready for occupancy.
- (2) Framing for walls and ceiling completed, carpenters ready to install oak paneling in DCI and DDCI suites. Air duct work 95% complete; lighting fixtures installed; and acoustical ceiling tile installation in progress.
- (3) New water coolers for first, second and third floors being installed.
- (4) GPO space requirement being reviewed by Chief, RE&C.
- (5) Contract requested to expedite work in first floor reception area and complete by 10 March. Space for [REDACTED] should be available for occupancy by the end of this week.
- (6) GSA requested to relocate South Building Snack Bar in Admin. Bldg.

25X1A

b. Tunnel Project:

Contractor has agreed with our request to delay work until 4 April.

25X1A

c. [REDACTED]

(1) Commo:

25X1C

Details regarding deletions and changes to Receiver Facilities were received from OC/E and will be forwarded to [REDACTED]. It is understood that certain other changes to Transmitter Facility are being contemplated by OC, but this Div. has not received them.

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[REDACTED] of OC was requested to expedite the submission since the savings accomplished will be negligible if the changes are not submitted immediately. It is understood that preliminary grading has been started by the Contractor.

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25X1A

2. General:

Regulation covering the functions of the Space Maintenance and Facilities Branch is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

(a) Record Center: A meeting is being planned with representatives of Security, [REDACTED] Records Management Div., and this office to coordinate and determine a realistic date that occupancy can be accomplished without jeopardizing security. The mechanical test and the transformer installation will be complete by 14 March.

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[REDACTED] as construction engineer on 10 March.

(b) Emergency Reproduction Facilities: As a result of a visit to the site preliminary plans and surveys have been made and upon completion of this and a cost estimate written recommendations will be made to Mr. [REDACTED]. This preliminary study should be complete next week.

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(2) Commo, [REDACTED]

Plans and specifications received from consultant engineer will be reviewed and completed about 11 March.

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25X1A

(3)

[REDACTED]

The request for additional construction at no extra cost is in process of being approved since the Director has approved increased activity at this station. This additional construction involves increasing the size of the warehouses, and connecting Admin. Bldgs. #1 and #2.

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(4)

[REDACTED]

A location map of the overall station at this site was received.

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25X1A (8) Lease of Quarters, [REDACTED] (FE):-

Field authorized to lease quarters at a rental of \$1,430.00 per annum, 3-year term, 1 year rent in advance and pay \$4,290 Key Money for completion of construction of premises.

25X1A (9) Housing, [REDACTED]

Field authorized to spend \$150.00 for repairs to quarters providing same is declared Organization-provided quarters under [REDACTED]

25X1A

25X1A (10) Renovation of Office Space, [REDACTED]

Field authorized to spend \$1,000.00 for renovation of additional space adjacent to present offices.

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Electrical outage and exchange of transformers at Building [REDACTED] 25X1A accomplished over past week-end. Deficiencies on duct installation have been completed; corrections to plumbing still not accomplished.

b. FI/[REDACTED] - Commo - Air Conditioning, Building [REDACTED] 25X1A

PBS electricians and plumbers in process of installing air conditioning units and tower; completion expected before the end of March.

c. Request of DD/P for Additional Space:

This Office is actively engaged in preparation of a detailed study mentioned in last week's report.

d. [REDACTED]

1. Since starting date for resumption of contract work has not been determined, special efforts are being made to ascertain specific starting time.
2. PBS group forces nearing completion of sound laboratory project. It should be noted that operation of the sound laboratory is dependent on new circuits to be installed under the contract for increased transformer capacity.

e. Telephone Survey:

Physical surveys were conducted throughout the Office of Collection and Dissemination (remainder) and the Office of Research and Reports.

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3C - Space, Maintenance and Facilities

f. Moves:

Completed during past week:

DDP/IO within K Building (partial) 28 February

Tentative for coming week:

25X1A

OTR (partial) from [REDACTED] 4 March

OCD (partial) Tempo Que Building 7 March

25X1A

[REDACTED] Committee from: 1100 Wing Tempo M
Room 153 South Building
223-224 Administration

to: Third floor South Building, 9 March

Clark Committee from 212, 216 and 220 South Building to
1100 Wing, Tempo M Building, 9 March

25X1A

[REDACTED]
Chief,
Real Estate and Construction Division

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